

Labeling and Packing Information

Electronic Equipment

Desktop Computers

- Label each component of your desktop computer including your CPU, monitor(s), keyboard, mouse, and speakers with your new location number. Please use the mover provided labels with the appropriate color for your area. There will be a bag supplied for the computer peripherals.
- Please label your monitor on the plastic frame, not the screen.
- Please prepare your own computer for the move. You will need to disconnect your desktop computer and pack smaller peripherals into the computer bags. Call Andy Huttenga or Bobby Herrera if you need help.
- Movers will collect your Desktop computer components and bagged peripherals after office closure and move them to your new location.
- No need to pack network and phone cables as those will be supplied in 240.

Laptop Computers

- Laptop computers **must be taken home** over the move weekend.
- If you use a docking station, monitor, keyboard and/or mouse, label each with your new location number. Please use the mover provided labels with the appropriate color for your area.
- Please pack your peripherals into the mover-provided bubble-wrap computer bags.
- Movers will collect your computer components and bagged peripherals after office closure and move them to your new location.

Telephones

- Telephones will **NOT** be moving to the new building.
- Everyone will receive a new phone at the new building.

Network and Personal Printers/Faxes/Copiers

- Andy Huttenga and Bobby Herrera will label the network printers/photocopier and fax machines that have been approved to relocate.
- Please do not label any network printers, copiers or fax machines.
- Cannon will come out to prepare the photocopier machines for the move.
- Please label your personal printer using the mover provided label with your new location number.